

Wayne Public Library Board of Trustees  
Tuesday, February 7, 2017 / 5 p.m., Conference Room

MINUTES

CALL TO ORDER : Ankeny called to order 5:02

ROLL CALL: Ankeny, Imdieke, Quance, Lofgren

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Library/Senior Center Conference Room.

The Library Board may go into closed session to discuss certain agenda items to protect the public interest or to prevent the needless injury to the reputation of an individual and if such individual has not requested a public hearing.

APPROVAL OF MINUTES : Imdieke made motion to approve minutes, 2<sup>nd</sup> by Quance. Motion passed.

FINANCIAL REPORT : Quance made motion to approve financial report, 2<sup>nd</sup> b Imdieke. Motion passed.

DIRECTOR'S REPORT

- Statistics
  - Patron count very similar to 2016... however we were closed 1 day in 2016 and 4 days in 2017
- Activities
  - Sent all unresolved information from the long overdue project to the attorney
  - LKL had annual evaluation with city administrator
  - LKL and Linda Anderson met with Craig Walling regarding investment of the Bressler Trust monies
  - RMclean and JOSnes attended the department head retreat
  - Began work on major weeding project – DVDs are completed
  - LKL completed the NLC annual statistical report
  - Chele Meisenbach held a Smartphone 101 class – 10 participated. Have had requests for additional beginning classes as well as more advanced ones. Chele is agreeable to do them
  - The library has been approached as a site for workshops sponsored by SCORE, a nonprofit organization providing assistance to entrepreneurs.
  - Work continues on cleaning files, updating procedure manuals, etc.
  - The new series in the Wayne Herald, “Reader of the Week” seems to be gaining traction. Are any of you interested in being highlighted?
  - JOSnes and Ryan Lueders are both halfway through their Leadership Wayne programs. I will ask each of them to prepare a short written report after classes come to an end in May.
  - With the very cold weather through January story hour numbers have been down.
  - JOSnes updated the children’s AWE computers. This update was part of our warranty. Update was problematic and Julie has had to do some troubleshooting. We will continue to monitor.

- RMcLean has the adult book club set for the year. This program was started several years ago and continues to run steadily. The group meets 10 times a year.
- Plans are underway for spring programming that will include a Laura Ingalls Wilder birthday bash, Mardi Gras, Valentine crafts, a Bill of Rights display with accompanying program(s), and an author visit.

Board recessed at 5:32 to attend council meeting, to see new library board member Toney Carollo approved to board, but missed that part of meeting, so reconvened at 5:35.

#### OLD BUSINESS

- Review of job notice for Library Director position:

A couple suggestions were made for clarification, changed 5 years work experience to 3 years. LKL will work on wording about experience. Quance made motion, Imdieke 2<sup>nd</sup>. Motion passed.

- Discussion of job description for Library Director position – Board members are to review description and come with suggestions or changes at next meeting, so can be finalized in March.
- Update on long overdue project : LKL reported that 40 accounts had been cleared with 62 items returned or paid for, resulting in value of about \$1100. There are still 49 accounts open involving 126 items equaling value of about \$2300.00

#### NEW BUSINESS

- Discussion of library policies review
- Certification of board comes up next year.

ADJOURN : Quance made motion to adjourn, Imdieke 2<sup>nd</sup>. Meeting adjourned at 5:59.